



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.09	Station Duty Assignments	PAGE: 1 OF 3
EFFECTIVE: 06/2004	Authorized: John Filer, Chief	
REVISED: 03/2016	Authorized: William Stephens, Director	

100.09.01 Purpose

The purpose of this SOP is to establish a policy that outlines the general maintenance and clean-up responsibilities of each employee assigned to a fire/EMS station.

100.09.02 General

Each employee is expected to perform duties and tasks that maintain the general cleanliness and professional appearance of the station to which they are assigned. Duties and assigned tasks should be performed daily and completed prior to 1700 hours when able. It is the responsibility of the On-duty Supervisor to inspect and insure compliance of this policy for the personnel under their command.

100.09.03 Policy

Personnel are accountable for the following station duties and tasks:

1. **Apparatus Cleanliness** - The assigned apparatus will be washed and cleaned at the start of each shift.
2. **Fuel** - Fuel levels below $\frac{3}{4}$ of a tank shall be topped off prior to the end of each shift.
3. **Apparatus Bays** - Assigned apparatus bays are to be kept neat and clean free of dirt, grime, debris and motor fluids. Assigned apparatus bays should be swept and mopped as needed to maintain compliance with this policy.
4. **General Station Appearance and Cleanliness** - Personnel will be responsible for the general appearance and hygienic cleanliness of the station to which they are assigned.
 - a. Removal of rubbish and waste from the trash receptacles as needed.
 - b. The vacuuming of carpets where the public has access as needed to maintain a professional appearance.
 - c. Mopping of floors accessible to the general public as needed to maintain a professional appearance.
5. **Restroom Cleanliness** - Restrooms utilized by personnel and those accessible to the general public should be maintained in a professional and hygienic manner. Soiled linen should not be left on the floor or towel hooks and personal hygiene items should be stored after each use.



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6. **Kitchen Cleanliness** - Personnel are expected to clean up after themselves after each meal.
 - a. This includes the washing, drying and replacement of pots, utensils and dishes used.
 - b. Rubbish and waste is to be removed from trash receptacles whenever they are full.
 - c. Tabletops, countertops and appliances should be wiped down and/or disinfected after each use.
 - d. Kitchen floors should be cleaned and mopped as needed after each use.
 - e. Food placed in the refrigerator should be labeled with the employee's name and dated. Food should not be left in the refrigerator past its expiration date. Prepared food should not be left in the refrigerator past seven (7) days of preparation.
 - f. Issued food pantries should be inspected and cleaned as needed.
7. **Bunking Quarters** - Berthing quarters shall be kept neat and tidy at all times.
 - a. Bunks should be made for overnight stay prior to co-workers and peers retire for the evening.
 - b. Bed linens should be stripped and stored at the completion of each shift.
 - c. Soiled linens should be laundered as needed and not stored in hampers or lockers for extended periods of time.
 - d. Carpets should be vacuumed as needed to prevent dust and filth build-up.
 - e. Dressers, side tables and other flat surfaces should be wiped down or dusted as needed.
 - f. Food or beverages should not be stored in bunk spaces.
8. **Lockers** - Lockers should be kept neat and tidy at all times.
 - a. The external surface of the locker should not contain stickers or unauthorized markings.
 - b. Soiled garments and linen should not be stored in locker spaces for extended periods of time.
 - c. Malodorous items should be removed and washed accordingly.
 - d. Food or beverage items should not be stored in lockers.
9. **Fitness Room** - Personnel should use good work-out etiquette and clean up after themselves after each use of fitness equipment and facilities. Soiled towels, garments and water bottles should be removed from the fitness facility after each use.
10. **Lounge** - Personnel should clean up after themselves after each use of the lounge. Food and beverage items should be removed after each use.



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11. **Offices** - Work spaces should be maintained in a neat and orderly manner.

- a. Computer screens, keyboards, desk tops, related equipment and other flat surfaces should be dusted, disinfected and wiped clean as needed.
- b. Carpets or flooring should be vacuumed or mopped as needed.
- c. Storage bins and or cabinets (to include the top surface) should be inspected and cleaned routinely and as needed.
- d. Rubbish and waste is to be removed from receptacles whenever they are full.

100.09.04 Procedure

Assigned station duties shall be documented on the *Daily Station Duty Check Sheet*. Each *Daily Station Duty Check Sheet* will be inspected by the On-duty Supervisor once a shift.

100.09.05 Exceptions

1. Personnel assigned to stations with a high call volume (UHU above 3.0) may not always have time to accomplish any or all assigned station duties. This is understandable and should be documented on the *Daily Station Duty Check Sheet*.
2. Personnel assigned to, or temporarily filling a shift at a station where a separate station duty schedule has been agreed upon are exempt from this policy. When assigned to or temporarily assigned to a station with a separate agreed upon station duty schedule, employees should comply with that schedule and assignment list.
3. Personnel assigned to, or temporarily filling a shift at a station that has a commercial cleaning service or other custodial arrangements may be exempt from some of the aforementioned duty assignments.
4. Personnel are not expected to clean up after fund raising events such as bingo or card games of chance conducted at volunteer stations.
5. Once personnel have completed and documented their assigned duties and tasks, they are not expected to continually maintain that level outside of what is deemed normal use.